Document Historical Artifacts for a New National Museum



Project Title	Document Historical Artifacts for a New National Museum
Summary	Love history? Interested in museum work? As a Museum Cataloging virtual intern, you will help the National Museum of American Diplomacy at the Department of State perform the vital work of cataloging new artifacts.
Country	United States

Project Description

You will work with the museum's Collections Manager to create artifact catalog records using cloud-based collections management database software. The museum adds hundreds of items to its permanent collection every year.

Using the raw information provided to you -- including inventories of incoming artifacts and detailed photos -- you will create descriptive catalog records for the artifacts and crop and resize artifact photos. You will also perform basic research on historical topics and individuals to help inform the catalog records you create.

What you bring to the table:

- Attention to detail
- Ability to write clearly and concisely following an established style
- Coursework and/or an interest in U.S. history, particularly foreign policy
- Interest in working or volunteering in a museum setting (previous experience a bonus)

What you'll learn:

- Basic principles of museum collections management
- Museum collections cataloging practices, including use of collections management database software
- How to concisely and accurately describe an object
- The museum's mission: the history, practice, and challenges of U.S. diplomacy -- and why it matters!

Required Skills or Interests

Skill(s)
Research

Additional Information

For more information on the National Museum of American Diplomacy (NMAD) please visit our website: diplomacy.state.gov. We are also active on social media, including Facebook, Twitter, and Instagram -- search for "NMAD Museum".

Formerly known as the U.S. Diplomacy Center, the museum was renamed the National Museum of American Diplomacy in November 2019.

Language Requirements

None